

# DURHAM



1 8 6 9  
CITY OF MEDICINE

## **Recycled Window Paper Envelopes**

**Bid No. 1-108-13**

**City of Durham  
Finance Department  
Purchasing Division**



**CITY OF DURHAM**

*Finance Department*

101 CITY HALL PLAZA, ANNEX BLDG. | DURHAM, NC 27701

919.560.4132 | F 919.560.4325

[www.durhamnc.gov](http://www.durhamnc.gov)

**January 11, 2013**

**Bid No. 1-108-13**

**Proposals will be received in the City of Durham, Finance Department, Purchasing Division, until 4:00 p.m., January 18, 2013 for furnishing the following items listed below.**

*Bids can be faxed to 919-560-4325, hand delivered or mailed (see mailing/delivery instructions – under General Conditions No. 19).*

**The undersigned firm offers to supply the following to the City:**

**Recycled Window Paper Envelopes**

<b><u>Item</u></b> <b><u>No.</u></b>	<b><u>Qty</u></b>	<b><u>Description</u></b>	<b><u>Unit Price</u></b>	<b><u>Extension</u></b>
1.	180m	#10 Window Envelopes, Reverse Flap black Print, one sided recycled stock	\$_____	\$_____
		Brand and No. _____		
2.	270m	#9 Special Window envelopes, Recycled Stock	\$_____	\$_____
		Brand and No. _____		
3.	250m	#10 Window Envelopes, Top Flap, Black Printed, One Sided Recycled Stock	\$_____	\$_____
		Brand and No. _____		
4.	200ea	8.5 x 11 24 lb Perforated Paper 3.5, 1000 reams @ 200 Cartons	\$_____	\$_____
		Brand and No. _____		

**SEE ATTACHED SPECIFICATIONS (IF ANY), WORKFORCE STATISTICS FORM,  
GENERAL CONDITIONS & EEO PROVISIONS**

**PLEASE SIGN AND INCLUDE DELIVERY AND TERMS**

**If the City of Durham issues to the bidder a Purchase Order that refers to the Bid Number shown on this bid, the bidder shall provide the quantities of goods required by the City during the period shown in the "Delivery" box on the Purchase Order (which period begins on the Order Date shown on the Purchase Order) unless that period is changed as provided in the bid documents. The bidder will not be obligated to fulfill a Purchase Order for a quantity that is not in accordance with the quantity limitations, if any, in the bid documents. The bid documents include all conditions, specifications, and terms on file in the City's Purchasing Division under that bid number.**

This the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(Date) (Month) (Year)

\_\_\_\_\_  
OFFICIAL LEGAL NAME OF BIDDER

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP CODE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINT NAME TITLE

(\_\_\_\_) (\_\_\_\_)  
TELEPHONE NUMBER FAX NUMBER

\_\_\_\_\_  
FEDERAL I.D. NUMBER

\_\_\_\_\_  
EMAIL ADDRESS /COMPANY WEBSITE

CITY OF DURHAM PRIVILEGE LICENSE NUMBER \_\_\_\_\_

DELIVERY SHALL BE MADE WITHIN \_\_\_\_\_ DAYS AFTER RECEIPT OF  
PURCHASE ORDER.

PAYMENT TERMS: \_\_\_\_\_ METHOD OF SHIPMENT: \_\_\_\_\_

F.O.B.: DESTINATION ONLY

## **SPECIAL CONDITIONS**

1. Quantities listed herein represent the City's requirements for window envelopes. The responsibilities under this (proposed) contract are that the City of Durham is obligated during the period stipulated to purchase all of its "normal requirements" of the products indicated in this bid document from the contractor. The vendor is obligated to supply the quantities which the City of Durham requires for its operations.
2. Vendor will need to hold stock at their location until ordered by city department.
3. Orders will be placed on an "as needed basis" with minimum of 24 hours notice given when possible.
4. Any questions concerning the specifications, please contact Raushan Gross at 919-560-4132 ext 18223 or by email [Raushan.Gross@durhamNC.Gov](mailto:Raushan.Gross@durhamNC.Gov)

# GENERAL CONDITIONS

1. Bids under \$90,000 are considered informal; therefore, they will not be opened at any specific time. Bids will be opened and tabulated the first working day following the due date shown on the "Request for Quotation".
2. The bid must be signed by an authorized official of the firm.
3. The City reserves the right to reject any or all bids. It further reserves the right to waive formalities and technicalities in as far as it is authorized to do so, where it deems it advisable in the best interest of the City.
4. All information requested, including manufacturer, model/part numbers, unit prices and extensions must be entered on the appropriate spaces provided; otherwise, bid is subject to rejection.
5. All bids must be submitted on this form; otherwise, they are subject to being rejected.
6. Do not include Federal or State taxes in the bid prices. The City is exempt from Federal Tax and will furnish exemption certificates. The City pays State tax; if you are awarded the bid, add State and Local (when applicable) sales tax to your invoice.
7. The award of the bid shall be made to the lowest responsible bidder taking into consideration, quality, performance, and time of delivery.
8. Any changes made after the bid has been awarded regarding specifications, quantities ordered, etc., must be with the written consent of the Purchasing Supervisor; otherwise, the responsibility for such changes will be with the supplier.
9. Alternate bids may be submitted; if deemed advantageous to the City, they will be evaluated and considered. The City is under no obligation to consider or accept an alternate bid and reserves the right to reject any or all such bids. Alternate bids may be made beyond responding to the terms and conditions of the solicitation or as the only response to the solicitation.
10. All exceptions to the specifications and/or special conditions must be noted in writing. Bids that fail to meet this condition are subject to rejection.
11. Brand names are used in specifications solely for denoting the type and quality of articles or articles wanted. When bidding items based on being "equal" to what are requested, literature and specifications describing the items must accompany the bid to ensure proper consideration.

# GENERAL CONDITIONS

12. All bids shall be firm for 45 days from the bid opening date.
13. Late bids will not be considered.
14. In signing the bid, Bidder agrees to comply with the provisions of the attached "Equal Employment Opportunity" provisions.
15. The City of Durham encourages participation from minority (MBE), women (WBE), and disadvantaged (DBE) business suppliers.
16. In case of default by the bidder, the City reserves the right to obtain articles or services from other sources and to hold the bidder responsible for the difference in cost.
17. All organizations doing business with the City of Durham are required to comply with all state, local and federal licensing requirements. This includes obtaining a City of Durham business privilege license (if applicable). All contractors receiving awards must conform to the City of Durham procedures that include obtaining a City of Durham Privilege License. To obtain a Privilege License, call (919) 560-4700.
18. Assistance in completing the bid forms is available by contacting the City's Purchasing Division, telephone (919) 560-4132.

Lynette McRae  
Purchasing Supervisor

Chris Bernat  
Purchasing Agent

Raushan Gross  
Purchasing Agent

# GENERAL CONDITIONS

19. **MALING INSTRUCTIONS:** Mail only one fully executed bid document, unless otherwise instructed, and only one bid per envelope. Address envelope and insert bid number as shown below: It is the **responsibility** of the bidder to have the bid in this office by the specified time and date of opening. Our office does not take responsibility for any bids not delivered to the Purchasing Division.

<b><u>DELIVERED BY US POSTAL SERVICE</u></b> <b><u>(REGULAR/STANDARD MAIL ONLY)</u></b>	<b><u>DELIVERED BY ANY OTHER MEANS/SPECIAL</u></b> <b><u>DELIVERY/OVERNIGHT (BY ANY OTHER CARRIER)</u></b>
<b>BID NO. _____</b> <b>CITY OF DURHAM</b> <b>FINANCE DEPARTMENT</b> <b>PURCHASING DIVISION</b> <b>101 CITY HALL PLAZA</b> <b>DURHAM, NORTH CAROLINA 27701</b>	<b>BID NO. _____</b> <b>CITY OF DURHAM</b> <b>FINANCE DEPARTMENT</b> <b>PURCHASING DIVISION</b> <b>101 CITY HALL PLAZA (ANNEX), 1<sup>ST</sup> FLOOR</b> <b>DURHAM, NORTH CAROLINA 27701</b>

\*\*\*\*\***SPECIAL NOTE – PLEASE READ**\*\*\*\*\*

**The US Postal Service DOES NOT deliver any mail (US Postal Express Mail, Certified, Priority, Overnight, etc.) to our physical address of 101 City Hall Plaza (Annex).**



# WORKFORCE STATISTICS

All vendors must complete and submit the following workforce information in order for bid to be considered.

## WORKFORCE STATISTICS CORPORATION STATISTICS

Total Workforce		# Black Males	(%)
Total # Females	(%)	# White Males	(%)
Total # Males	(%)	# Other Males	(%)
		# Black Females	(%)
		# White Females	(%)
		# Other Females	(%)

## LOCATION OF COMPANY PERFORMING CONTRACT

City: \_\_\_\_\_ State: \_\_\_\_\_

Total Workforce		# Black Males	(%)
Total # Females	(%)	# White Males	(%)
Total # Males	(%)	# Other Males	(%)
		# Black Females	(%)
		# White Females	(%)
		# Other Females	(%)

I certify that the information provided is true and correct at the time and date of filing this bid.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name of Firm